

## **JOB DESCRIPTION**

**JOB TITLE:** Public Health Nurse I

**GRADE:** 16

**JOB CODE:** 2130

**EST. DATE:** 7-1-06

**General Function:** This is the entry-level class in the Public Health Nurse series. Under general supervision, the Public Health Nurse provides basic public health nursing services, focusing on the prevention of illness, injury or disability, the promotion of health and maintenance of the health of populations. Services are provided to population groups and to individuals and/or families within the population groups in clinic or community settings. Work is performed under close to moderate supervision of the Nurse Supervisor and mentorship of an experienced Public Health Nurse, but with gradually increasing responsibility and independence as experience is acquired. Advancement to the Public Health Nurse II position requires satisfaction of the minimum qualification requirements and completion of required programmatic trainings.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES**

Assists staff (PHN, etc.) in the community assessment and epidemiological investigation(s) of the health status of populations, groups, and individuals through the analysis of data collected from clients, families, medical practitioners, community service agencies, local and national surveys with a focus on the identification of at-risk populations. Participates in outbreak investigations and surveillance activities.

Participates in local health department and community initiatives that address specific at-risk target populations, public health disease prevention and health promotion strategies.

Participates in the development or refinement of health department policies and plans. Participates in continuous review and improvement of health department policies and procedures to prioritize and address the health needs of targeted populations. Serves as advocate for at-risk or high-risk population groups.

Provides or assists in providing a variety of Public Health Nursing services such as family planning, pre and postnatal care, communicable diseases and other health conditions in the clinic, home or community settings to particular at-risk or high-risk populations or populations with limited access to care

Interviews client and/or family. Conducts physical assessment according to agency and Public Health Practice Reference (PHPR) protocol. Collects health history and data regarding current health status and life situations. Assesses the physical, psychological, and social health care needs of individual clients or families as part of a population group.

**JOB TITLE:** Public Health Nurse I (Continued)

**JOB CODE:** 2130

Counsels individual clients and/or families regarding disease prevention/treatment, health maintenance and promotion in order to enhance the individual's ability to recognize the need for and to seek treatment to meet health care needs. Identifies cultural, social, and behavioral factors that impact delivery of services. Assesses eligibility for health department programs as appropriate.

Documents individual and/or family services in client record(s), reflecting medical history, examinations, tests performed, symptoms, and other client information according to agency protocol and policy. (PSRS)

Provides referral of clients to appropriate services that are available and acceptable to members of a particular population.

Participates or conducts health education instruction and/or classes to individuals, families, community and service groups, industry and business for the promotion and maintenance of health. Assists with problem-solving skills. Interprets department programs, policies and resources. Participates in implementation of emergency response plans.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives close to moderate supervision by the nursing supervisor. Functions with increasing independence with readily available access to supervisor.

**SUPERVISION EXERCISED:** May supervise LHNs, LPNs, unlicensed assistive personnel, and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

**JOB SPECIFICATIONS:****Knowledge:**

- Thorough knowledge of the principles and practices of Public Health Nursing applicable to the assessment, promotion, and maintenance of at risk individuals, families and the community.
- Knowledge of information management systems and statistics to access, analyze and present accurate health status information.
- Working knowledge of how political and economic factors affect policy development and implementation.
- Considerable knowledge of environmental risk factors, environmental assessment mechanisms and communication of risk factors.
- Knowledge of the role of various community health care providers, social service, and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.
- Moderate knowledge of legal and regulatory information.
- Awareness of primary, secondary and tertiary prevention for individuals and community.
- Basic knowledge of contemporary learning techniques and different theories on education and learning.
- Moderate understanding of risk assessment and health risk assessment.

**Skills:**

- Managing a caseload and establishing priorities for case management, treatment and referrals.
- Preparing clear, complete and accurate documentation, reports and other written correspondence.
- Applying the principles of epidemiology to a wide variety of social and health problems.
- Communicating clear and accurate information regarding clients to physicians, health care providers and other health team members.
- Following up on recommended treatment plans to assure effective resolution of health related problems.
- Interpreting data collected from individual community assessments to determine health status and share with policymakers.
- Actively participating in public relations.
- Demonstrating cultural competency.
- Providing leadership and group development.
- Developing policy and program planning.
- Applying financial planning and management techniques.
- Utilizing and integrating strategic planning process.
- Analyzing and evaluating cost-effectiveness, cost-benefit and cost-utility.

**JOB TITLE:** Public Health Nurse I (Continued)

**JOB CODE:** 2130

- Utilizing knowledge of basic public health science.
- Performing in assertive manner as needed.
- Developing and administering surveys.

**Abilities:**

- Ability to establish and maintain effective working relationships with associates, clients, community groups and other public and private agencies.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and other population groups.
- Ability to communicate effectively verbally and in writing.
- Ability to collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Ability to maintain accurate records and document actions taken.
- Ability to deal with clients of various socio-economic backgrounds and temperaments.
- Ability to function in diverse settings and assessing cross-cultural relations.
- Ability to translate education information into compelling sound “bites”.
- Ability to perform psychosocial, physical and emotional assessment of clients, recognizing normal from abnormal.
- Ability to coordinate work with the epidemiologist.
- Ability to perform, provide and document public health services in a clinic setting using the nursing process of assessment, planning and evaluation with minimal direct supervision.
- Ability to learn query management of information.
- Ability to exercise independent judgment.
- Ability to participate as an active member of the public health team.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Bachelor's Degree in nursing (BSN) from an accredited college or university.  
Must have met all requirements of KRS 314.041, having received a provisional license and approval to practice as a Registered Nurse Applicant (RNA) or having a current active Kentucky Registered Nurse license.  
No previous nursing practice experience required.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.